

Code: 2317

Title: ENGINEERING COMPUTER OPERATIONS MANAGER - TFC DISTRICT

SUMMARY: Supervises and manages the Engineering Computer Operations Section and functions as the technical expert for the department's centralized engineering computer support operations.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and coordinates the activities of the Engineering Computer Operations Section;
Trains civil engineers and other users of specialized computerized engineering applications;
Provides training on custom and vendor supported software packages, defining hardware/software problems and affecting solutions, interpreting user needs and developing recommendations for problem resolution;
Coordinates and participates in the planning, development, installation and maintenance of computer hardware and software;
Maintains liaison with vendors for supported services and products;
Oversees the implementation and maintenance of standard operating procedures for computer and related peripheral equipment for the Department of Transportation and Flood Control District;
Ensures preventive maintenance for computer and related peripheral equipment is in accordance with established procedures;
Provides technical support and consultation to the other divisions and departments on all aspects of engineering computer operating and software systems;
Modifies vendor-supplied utilities and scientific application packages to suit operating equipment;
Writes specialized scientific computer programs for engineering applications;
Trains, supervises and evaluates the work of technical support staff;
Prepares recommendations for and monitors section budget.

KNOWLEDGE & SKILLS:

Knowledge of:

- capabilities and optimum use of installed hardware and operating systems in use;
- scientific programs, languages and equipment as they pertain to engineering computerized systems and software;
- principles and practices of civil engineering;
- scientific programming languages;
- principles and practices of management and supervision;
- current trends in software and hardware products or devices available and their engineering applications.

Skill in:

- identifying, analyzing and resolving technical computer applications and system problems;
- analyzing and customizing scientific software and computer systems;
- application of modern civil engineering techniques and methods;
- establishing and maintaining effective working relationships with others;
- communicating effectively, both orally and in writing;
- analyzing work load, using resources and determining priorities;
- training, planning and supervising the activities of professional and paraprofessional staff.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in civil engineering, computer engineering, or computer science and six years of professional engineering experience, including at least three years of professional level experience in application of engineering computer programs.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial or promotional probation. Failure to obtain/maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

02/24/91

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